

DIRECTIVE

JOB TRAINING PARTNERSHIP ACT

Number: D97-21

Date: May 21, 1998
69:34:va

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: RALPH M. BROWN ACT (BROWN ACT) AMENDMENTS

EXECUTIVE SUMMARY:

Purpose:

This Directive provides requirements derived from recent amendments to the Brown Act as they relate to open meetings of local Private Industry Councils (PIC).

Scope:

This Directive applies to all California Service Delivery Areas (SDA), PICs and other entities contracting directly with the State of California, Employment Development Department, to operate programs funded under the Job Training Partnership Act (JTPA).

Effective Date:

This Directive is effective immediately.

REFERENCES:

- "The Brown Act, Open Meetings For Local Legislative Bodies" prepared by California Attorney General's Office, Civil Law Division, 1994
- California Government Codes, Sections 54950-54962

STATE-IMPOSED REQUIREMENTS:

This Directive contains only State-imposed requirements.

FILING INSTRUCTIONS:

This Directive supersedes JTPA Directive 87-9.

BACKGROUND:

The Brown Act governs open meetings for local government bodies. The act represents the legislature's determination of how the balance should be struck between public access to meetings of multi-member bodies and also the need for confidential expression, debate, and information gathering. The act guarantees the public's right to attend and participate in meetings of local legislative bodies. A copy of Senate Bill 138 (Attachment 1) and a copy of the entire Brown Act (Attachment 2), which includes the recent amendments, is attached to this Directive.

POLICY AND PROCEDURES:

All SDAs, PICs, and entities funded by JTPA are responsible for ensuring that the requirements of the Brown Act, as amended, are enforced within their areas of jurisdiction. Records of compliance, such as agendas and meeting minutes, must be maintained in sufficient detail to allow verification that these requirements have been met.

ACTION:

Bring this Directive to the attention of all affected staff and service providers.

INQUIRIES:

If you have any questions about the information contained in this Directive, please contact your assigned Program Manager, or Georganne Pintar, Manager of the Job Training Partnership Division's Policy Unit, at (916) 654-7611.

/S/ BILL BURKE

Assistant Deputy Director

Attachment can be downloaded from www.leginfo.ca.gov/. Copies may also be obtained by e-mailing JTPD at JTPDLIB@EDD.CA.GOV (Subject line should read: "Attachment") or contact Gia Valla at (916) 654-7686.

1. Senate Bill 138, Introduced by Senators Kopp and Ayala, January 13, 1997
2. California Codes, Government Code, Section 54950.5, The Ralph M. Brown Act